

# Professional Services

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Leveling up your team, your event and  
your attendee experience

Let the **Webex Events Professional Services Team** take care of everything.

We've got you covered for every aspect of project management, from setting up your Webex Events platform, training your speakers and sponsors, assisting you during your event, and everything in between.



## **Choose the package that works for your event(s):**

**Package 1: 100 hours**

**Package 2: 250 hours**

**Package 3: 500 hours**

- ✓ Use your hours as required: spread across multiple events or a single one
- ✓ Decide what services best suit your needs
- ✓ No schedule of services required at time of purchase
- ✓ Use for multiple events and/or multiple support representatives:
  - ✓ Eg. 1 person for 2 days or 2 people for 1 day

\*Do you need a smaller amount of assistance? Contact our Professional Services team for more information. Other time buckets may be available subject to requirement and approval.

# Customize the professional services' package to fit your event's needs.



## Choose from the list of services:

### Content Building

- ✓ Every package includes a dedicated project manager to execute on timeline and deliverables
- ✓ Build out the event platform and overall event content
- ✓ Collect content from speakers, sponsors, exhibitors, etc.
- ✓ Set up review meetings to ensure accuracy
- ✓ Create event and session specific surveys and polls
- ✓ Set up streaming sessions and speaker links
- ✓ Set up the Webex Events Registration (ticket types, checkout forms, confirmation emails, etc)
- ✓ Full customization of the Webex Events Production Studio with branding and videos pre-event
- ✓ Establish KPIs specific to each event's goals
- ✓ Generate custom reports to track KPIs

### Training

- ✓ Registration
- ✓ App navigation, content moderation, and troubleshooting
- ✓ Production Studio
- ✓ Exhibitors and sponsors
- ✓ Attendee
- ✓ Onsite check-in and badge printing

# Support

## Virtual

- ✓ Staff support
- ✓ Speaker technical checks
- ✓ Session attendance reporting
- ✓ Live, virtual attendee help desk
- ✓ Attendee support
- ✓ Production support
- ✓ Recording management

## Onsite

- ✓ Onsite badge printing equipment set up, tear down, and troubleshooting
- ✓ End to end event app testing
- ✓ Sponsor/exhibitor support
- ✓ App related tasks

# We are dedicated to your success

Need something but don't see it here? Reach out to our Professional Services team – custom options are available, tailored to your exact requirements.

